



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Administrative Analyst 3, Procurement [Classified Competitive]</b>			Salary <b>P26 \$64,677.09 - \$92,011.89</b>
Posting Number <b>68-16</b>	Position Number <b>957706</b>	Number of Positions <b>1</b>	Posting Period * From: <b>6/9/16</b> To: <b>6/23/16</b>
Location: <b>Public Health Environmental Laboratory 3 Schwarzkopf Drive Ewing, NJ 08628</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the general supervision of the Administrative Analyst 4, Procurement, will assist in the review and analysis of procurement transactions, proposals, goods, commodities or services for the Public Health Environmental Laboratory. This is a key position for the successful operation of the Laboratory. This position is responsible for ensuring that the procurement activities at the Laboratory are efficient, effective, and in compliance with state contracts, policies and procedures. This position will:</p> <ul style="list-style-type: none"> <li>• Assist in analyzing product or procurement history data and make recommendation regarding appropriate methods for accomplishing effective purchases and cost savings where applicable.</li> <li>• Assist in providing continuing statistical analyses of distribution, utilization and acquisition patterns.</li> <li>• Assist in analyzing methods used in high impact procurement and determines the most effective purchasing methods.</li> <li>• Analyze and forecasts state, regional, and national market trends in relation to both long and short range planning to meet procurement requirements of the laboratory.</li> <li>• Share in the responsibility for the research effort incidental to the procurement functions and processes of the Procurement/Purchase Bureau.</li> <li>• Develop projections of commodity, supply, equipment and service needs to determine procurement scheduling, contract development, and manpower requirements for effective procurement.</li> <li>• Develop evaluation measures for quantitative and qualitative analysis.</li> <li>• Participate in and/or conduct hearings and meetings with vendors and bidders relative to the award and performance of contracts concerning procurement.</li> <li>• Support the units through the review and analysis of proposals for procurement with regard to cost benefit analysis.</li> <li>• Prepare clear, sound, accurate and informative statistical and other reports containing findings, analyses, conclusions, and recommendations.</li> </ul>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> A Bachelor's degree from an accredited college or university.</p> <p><b>EXPERIENCE:</b> Three (3) years of experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year of experience.</p> <p><b>NOTE:</b> A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.</p> <p><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>FILING INSTRUCTIONS</b>			
<p>Forward your cover letter, resume and application for employment** to:</p> <p><b>Rosalind Finney, Executive Assistant 2 Public Health and Environmental Laboratories Reference Posting # New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></p>		<p>You can reply to this posting by emailing your cover letter, resume and application for employment to:</p> <p><b>PSTPHILEP@doh.nj.gov</b></p> <p>* Resumes received after the closing date MAY be considered if the position is not filled.</p> <p>** NOTE: You can access the State of New Jersey Application for Employment at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">www.nj.gov/health/forms/dpf-663.pdf</a></p>	

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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